



# **TOWN OF KITTERY**

## **Human Resources**

**200 Rogers Road, Kittery, ME 03904**  
**Telephone: 207-475-1332 Fax: 207-439-6806**

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**– OPPORTUNITY –**  
**Foreman - Department of Public Works**

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The Town of Kittery has an opening for a full-time Foreman at the Department of Public Works. The pay rate for this non-exempt, union position is \$27.66 per hour, however prior experience may be applied to longevity pay and vacation days. The standard work schedule for this position is Monday through Friday from 7:00am to 3:30pm, however on-call availability is required. This position is eligible for medical, dental, vision, life insurance, short-term disability and retirement benefits.

This position requires a valid Class A driver's license, or the ability to acquire a Class A driver's license within six (6) months of hire. This position also requires pre-employment, and random drug and alcohol testing.

The purpose of this position is to assist the commissioner in the planning, organizing, and coordinating of the day-to-day operations within the Public Works Department. This position reports to the Commissioner. Duties include, but are not limited to: supervising staff and all day-to-day activities; checking roads for winter driving conditions; approving scheduling; initiating purchase orders; and performing additional tasks as assigned by the Commissioner.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and evaluates assigned staff; manages employee concerns; directs work assignments; provides employee training and development;
- Determines number of workers and type of equipment needed to perform tasks and projects;
- Plans work requests activities and projects; approves scheduling of vacation, personal leave, sick leave and overtime, as necessary; prepares weekly payroll, and records information on employee absentee record forms;
- Orders materials; approves purchase orders and billing for parts and minor supplies; receives quotations and bids from outside contractors;
- Responsible for overseeing on-site equipment, manpower and materials use, and keeping records of roads for local, state, DOT and FEMA reimbursements;
- Utilizes various machines and equipment in the delivery of service, such as tractors, chainsaws, backhoe, loader, roller-compactor, bobcat, mechanic's tools, carpenter's tools, and gardener's tools, etc.;
- Reviews, receives, and prepares various reports, documents, and forms, engineered plans, architectural drawings, budgets, and vehicle check lists, etc., keeps up-to-date records of all projects done during the year, i.e., curbing quantities, paving locations, sidewalks, drainage projects, swales, new purchases of equipment etc.;
- Assures that employees are using proper protective and safety equipment in accordance with MUTCD, OSHA, and applicable trade practices;
- Oversees and directs the plowing and removal of snow as well as directing sanding and salting;

- Fills in for Public Works Commissioner as needed and communicates with the Town Manager and other department heads;
- Investigates and attempts to resolve resident problems and complaints;
- Assists with the preparation of the annual budget submitting miscellaneous needs, price changes, future project quantities and equipment requirements;
- Participates in the interview process for hiring new employees;
- May be required to plow snow during employee absences;
- Performs administrative tasks as needed;
- Performs other related duties as required.

### **Essential Knowledge, Experience, Skills and Abilities**

- High School diploma or GED required, with a minimum of three years-experience in construction, heavy equipment operation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Supervisory experience preferred. College or vocational school experience desirable in the areas of business management, civil engineering, and/or environmental science;
- Must possess sound ability to use computers effectively for general office work, including Microsoft Office Suite, internet research and email;
- Ability to interact with employees and officials, consultants, and other Town, State and Federal Agencies with considerable professionalism;
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to deal with the public firmly and courteously under adverse or strained conditions;
- Ability to utilize mathematical formulas and determine percentages, and determine material quantities by cubic yardage or tonnage, whichever is appropriate to the work being performed;
- Ability to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce detailed reports that are accurate and complete;
- Ability to manage responsibilities, meet deadlines and multi-task efficiently;
- Must possess a valid Class A commercial driver's license.

### **Physical Requirements**

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of office machines and equipment, including, but not limited to: computer, keyboard, printer, calculator, telephone, copy/scanner/facsimile machines and shredder;
- Must also be physically able to operate a variety of machines and equipment, including, but not limited to: tractors, chainsaws, backhoe, loader, dump trucks, roller-compactor, bobcat, mechanic's tools, carpenter's tools, gardener's tools, basic computers and digital camera operation for photographing problem areas and other concerns;
- Must be able to move or carry job-related objects and materials up to 50 pounds;
- Work is normally performed both in the field and in an office environment. Field work may involve walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, bending or climbing, and carrying relatively heavy objects. Outside work is subject to temperature extremes and inclement weather at various times of the year;
- Physical demand requirements are at levels of those for medium physical work as well as office environment work;
- Must be able to operate vehicles for trial purposes.

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and list of three professional references to:

Town of Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.